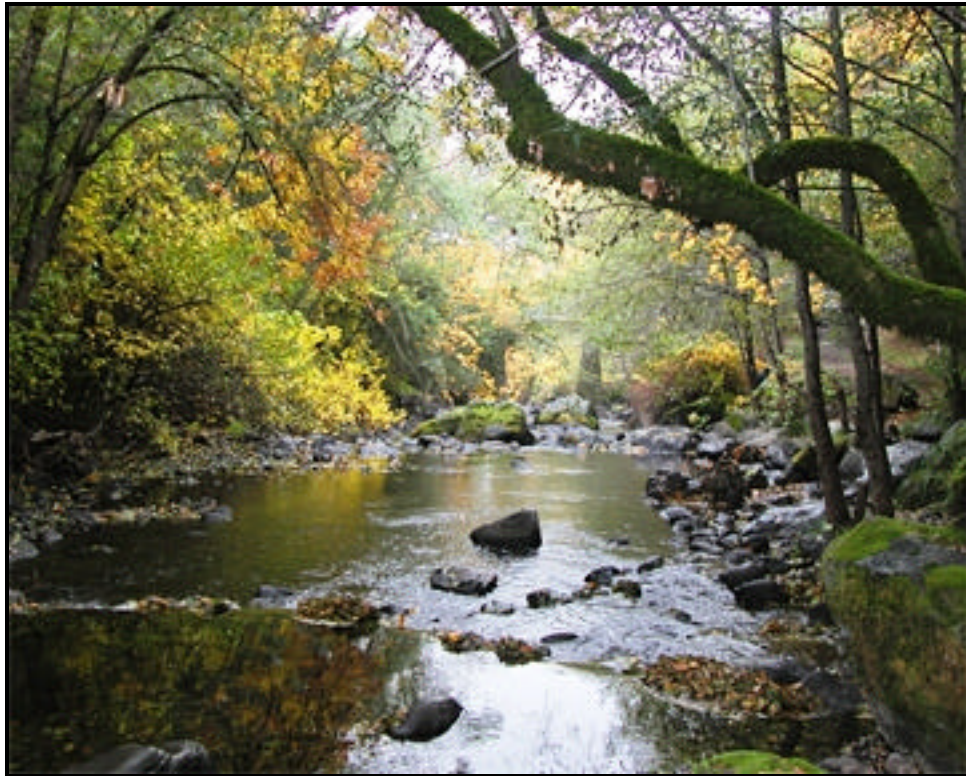


# California Department of Conservation



## Watershed Coordinator Grant Program 2007 Request for Proposals



For further information, please contact:

California Department of Conservation

Division of Land Resource Protection

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(Cover photo: North Fork Battle Creek, courtesy of Battle Creek Watershed Conservancy)

For updates, check the California Department of Conservation

Division of Land Resource Protection website:

<http://www.conservation.ca.gov/dlrp/RCD/Pages/Index.aspx>

# Table of Contents

## Section 1: Program Overview and Application Process

I.	Introduction	page 1
II.	Eligibility Requirements and Grant Parameters	page 2
III.	Cooperation Database	page 4
IV.	Submission Requirements	page 4
V.	Authorized Costs and Matching Funds	page 4
VI.	Partnering and Cooperation	page 7
VII.	Watershed Locations	page 7
VIII.	Performance Measures	page 7
IX.	Evaluation Criteria	page 8
X.	Reporting and Invoicing	page 11
XI.	Deadlines	page 13
XII.	DOC Contact Information	page 14

## Section 2: Instructions and Forms

I.	Proposal Checklist	page 16
II.	Proposal Cover Sheet	page 18
III.	Instructions for Preparing Narrative Proposal	page 20
IV.	Instructions for Preparing Work Plan	page 24
V.	Work Plan Form	page 25
VI.	Instructions for Preparing Budget Form	page 26
VII.	Budget Form	page 30

## Section 3: Appendices

Appendix A: Watershed Map and List of California Watershed Names	page 33
Appendix B: Example Work Plan Form	page 38
Appendix C: Example Budget Form	page 39

## Tables

Table 1: Additional Authorized CALFED Programs	page 3
Table 2: Match (Cash and In-kind)	page 11

# **Section 1: Program Overview and Application Process**

## ***I. Introduction***

### **A. Background**

In 2000, the California Legislature approved a \$2 million pilot grant program to fund watershed coordinators through Resource Conservation Districts. The Department of Conservation (DOC) was authorized to administer the program. State funding was approved for two years and due to the success of the pilot program the California Bay-Delta Authority (CBDA) partnered with DOC to extend the program for another 18 months. CBDA was the oversight authority for the CALFED Bay-Delta Program. In 2004, as the effectiveness and importance of the program became more evident, DOC again worked with CBDA to expand the grant program with CALFED funding from the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50). The 2007 grant program will again be funded through CALFED Proposition 50 funds and will provide \$9 million for a three-year period, beginning in 2008. The 2007 Grant Program is designed as a three-year grant program. To date, however, the Legislature has appropriated funds only for part of the first year. This procedure is being followed for all CALFED-related programs to insure accountability for the use of public funds. Future funding will be dependent on continued legislative appropriations.

### **B. Program Goals and Purpose**

The pilot Watershed Coordinator Grant Program demonstrated that watershed coordinators are effective in facilitating collaboration, building consensus, obtaining project funding, and initiating watershed improvement projects. Using a coordinated approach to planning and management has resulted in successful and sustainable watershed improvements across the state.

The goal of the 2007 Watershed Coordinator Grant Program is to improve watersheds which affect the CALFED Solution Area by providing support for local watershed improvement efforts. The CALFED Solution Area includes watersheds that contribute to or import water through the Bay-Delta system. The purpose of this grant program is to fund watershed coordinator positions in order to facilitate watershed improvement efforts which affect the CALFED Solution Area. These positions must demonstrate a direct benefit to the Bay-Delta system and support the goals and objectives of the CALFED Watershed Program and at least one other authorized CALFED Program (to be identified by applicant from those listed in Table 1).

The grant program offers organizations a unique opportunity to improve watersheds through a coordinated collaborative process. To ensure that grants are distributed throughout the CALFED Solution Area and cover as many watersheds as possible, no more than two full-time coordinator positions will be awarded within a watershed, as defined by the Watershed Map in Appendix A. A major goal of this program is to foster collaboration and partnerships. Therefore, applicants are strongly encouraged to work cooperatively with other organizations to formulate a comprehensive proposal.

## ***II. Eligibility Requirements and Grant Parameters***

The grant program is open to locally-based, nonprofit groups with 501(c)(3) status, special districts, and local governments which have watershed-related goals as part of their current long-range or strategic plans. Locally-based groups are defined as those that maintain a local office and focus on issues within that watershed or community. The program is not open to federal or state agencies.

Each proposal may request no more than the equivalent of one full-time watershed coordinator position (which can be shared by no more than two people). Applicants may submit more than one proposal; however, no more than two full-time coordinator positions will be awarded within a single watershed, as defined by the Watershed Map in Appendix A.

Each proposal should address no more than one watershed, as defined by the Watershed Map in Appendix A. The Watershed Map is based on the United States Geological Survey (USGS) 8-digit Hydrological Unit Catalog (HUC) delineation. Sub-watersheds within the USGS-defined watershed will be eligible for funding; however, a maximum of two full-time coordinator positions will be funded per USGS 8-digit HUC (refer to the Watershed Map and list in Appendix A). In the case where a natural watercourse crosses more than one HUC boundary, a proposal may address an additional HUC unit; however, that natural watercourse will be considered a single watershed and will be eligible for a maximum of two full-time coordinator positions.

Proposals must support the CALFED Watershed Program and at least one other authorized CALFED Program as identified in Table 1. Information regarding these programs can be found at: [http://calwater.ca.gov/calfed/objectives/calfed\\_objectives.html](http://calwater.ca.gov/calfed/objectives/calfed_objectives.html).

The current CALFED website lists four main programs: Water Quality, Levees, Water Supply, and Ecosystem Restoration. The Water Supply Reliability Program is comprised of five critical elements, four of which will be considered separate programs for the purpose of this grant program (Environmental Water Account is not included). The four programs are: Conveyance, Storage, Water Use Efficiency, and Water Transfer. The programs listed in Table 1 were the CALFED programs originally identified at time of Proposition 50 passage.

The CALFED Watershed Program includes the following elements:

- Supporting local watershed activities. Implementing watershed restoration, maintenance, and conservation activities that support the goals and objectives of the program, including improved river functions.
- Facilitating coordination and assistance. Facilitating and improving coordination and assistance between government agencies, other organizations, and local watershed groups.
- Developing watershed monitoring and assessment protocols. Facilitating monitoring efforts that are consistent with program protocols and support watershed activities that ensure that adaptive management processes can be applied.
- Supporting education and outreach. Supporting resource conservation education at the local watershed level, and providing organizational and administrative support to watershed programs.

To be eligible for funding, the watershed must meet the requirements of one of the following conditions:

**Condition 1 (Blue area on Watershed Map):** The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other CALFED Program as identified in Table 1. Table 1 lists the additional authorized CALFED Programs that may be addressed in proposals.

**Condition 2 (Yellow area on Watershed Map):** The watershed is located within the CALFED Solution Area, does not drain to the Sacramento-San Joaquin Delta or San Francisco Bay, and imports water through the Delta. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and the Water Use Efficiency Program. Proposals may also address other authorized CALFED Programs as identified in Table 1.

**Condition 3 (White area on Watershed Map):** The watershed is outside of the CALFED Solution Area. Proposals must clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other authorized CALFED Program as identified in Table 1.

Table 1 – Additional Authorized CALFED Programs	
Conveyance	Water Quality
Ecosystem Restoration	Water Supply Reliability
Levee System Integrity	Water Transfer
Storage	Water Use Efficiency

### ***III. Cooperation Database***

To facilitate cooperation within watersheds, DOC will maintain an online database of potential grant applicants. To be included in the database, send an email message to: [Jenny.E.DiStefano@conservation.ca.gov](mailto:Jenny.E.DiStefano@conservation.ca.gov) with the subject line: Cooperation Database Registration. Within the body of the message, using the Watershed Map in Appendix A, list the name of your watershed(s), the watershed's USGS 8-digit HUC code, your organization's name, a contact person, phone number, and email address.

Applicants that register by 5:00 p.m. December 18, 2007 will automatically receive five (5) points, per application, towards the cooperation criteria, if the application is eligible for scoring.

The Cooperation Database will be updated every three days and will be located at: <http://www.conservation.ca.gov/dlrp/RCD/Pages/Index.aspx>. This database is provided to assist applicants in identifying potential partner organizations. Proposals that demonstrate cooperation within watersheds, rather than competition, will receive more points.

### ***IV. Submission Requirements***

**Each proposal may request no more than the equivalent of one full-time watershed coordinator position, which can be shared by no more than two (2) people.** Proposals requesting less than one full-time position are allowable (e.g., half-time).

Applicants may submit more than one proposal; however, no more than two full-time coordinator positions will be awarded within a single watershed, as defined by the Watershed Map in Appendix A.

Each proposal should address no more than one watershed, as defined by the Watershed Map in Appendix A. In the case where a natural watercourse crosses more than one HUC boundary, a proposal may address an additional HUC unit; however, that natural watercourse will be considered a single watershed and will be eligible for a maximum of two full-time coordinator positions.

Proposals must designate a single, eligible entity as the legally and administratively responsible party.

To be considered for a grant, eligible applicants must fully complete and submit all items as listed on the Proposal Checklist (refer to *Section 2*).

**Proposal packets that are incomplete or do not include all of the items listed on the Proposal Checklist will be disqualified and not scored.**

### ***V. Authorized Costs and Matching Funds***

#### **A. Allowable Costs**

The grants are authorized to only fund the salaries and directly associated costs of watershed coordinator positions for a period of three years, from the grant agreement start date in 2008 through 2011. Although there is no dollar limit on the amount of a grant request, coordinator salary rates and support costs must be reasonable, taking into consideration regional salary differences, and based on

actual rates. All expenses or costs included in the budget must support the proposed work plan. Only allowable costs may be used as match.

Allowable costs include:

- Salary for the watershed coordinator (employee or contractor);
- Benefits for the watershed coordinator (up to 32% of salary, based on actual costs);
- Rent for the watershed coordinator's office space;
- Required equipment, such as a personal computer and software (up to \$2,000 maximum);
- Operating expenses, such as transportation costs, telephone service, etc;
- Technical software other than basic word processing programs (if supported by the work plan);
- Attendance at seminars, training workshops, and conferences (up to \$3,000 maximum);
- Office supplies;
- Minor meeting expenses, such as printing and mailing costs (excluding food and drinks);
- Administrative costs (up to 15% of funding, subject to justification);
- Minor testing, sampling, or monitoring equipment or other similar expenditures (up to \$1,500). This is meant to cover the purchase of items for demonstrations or displays. Any equipment costs above this amount would be considered a project cost and therefore not allowable.

All costs must, to the satisfaction of DOC, support the work plan and be directly related to, and in support of, the watershed coordinator position.

## **B. Non-Allowable Costs**

The purpose of this grant program is to fund watershed coordinators and support costs that are absolutely necessary for watershed coordinators to complete their duties as identified in the work plan. **The grant cannot pay for project-related costs, or for coordinators to conduct tasks normally associated with office manager or administrative staff positions.**

Examples of non-allowable costs include:

- Project-related costs, such as project-dedicated staffing, construction materials, machinery, field tools, etc;
- Printing costs for project literature;
- Food and drinks of any kind (except for coordinator travel);
- Mailing costs for projects;
- Heavy equipment rental;
- Major equipment purchases;



- Promotional items;
- Maintenance expenses.

### **C. Matching Funds**

Applicants are strongly encouraged to provide matching funds. A significant goal of the grant program is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind contributions. Greater contributions will result in higher points being awarded. Cash and in-kind match carry the same weight.

**Only watershed coordinator salaries and all allowable costs, as outlined in the list of allowable costs in Section A, are eligible as match.** Non-allowable expenditures cannot be used for match.

**If an expenditure is unallowable for reimbursement, it is also unallowable for match.** The only exception is for technical assistance provided to the watershed coordinator in direct support of the work plan. Technical assistance used as match must directly support the coordinator position and cannot be project-related. For example, time for volunteers conducting a river clean-up or time for people to attend meetings cannot count as match as these activities do not directly support the coordinator's position. However, work time donated by someone with technical expertise, such as a mapping technician or a grant writer, which is outlined in the work plan and not project-related, may be used as in-kind match.

The following information regarding match is provided to assist in preparing the proposal:

- Cash: A transaction where the applicant makes the purchase using cash, a credit card or some other liquid asset.
- In-kind: Third party contributions to the applicant consisting of goods or services. A transfer of something of value, other than cash, such as technical assistance, equipment, use of facilities, supplies, etc. Match must directly support the coordinator position and not be project-related.
- Match must come from a non-Proposition 50 source such as private, city, county, state or federal contributions of time or money.
- Match must provide portions of salary or direct costs (refer to Example Budget in Appendix C).
- Cash includes money designated in a checking or savings account, or guaranteed cash contributions from a non-Proposition 50 source. It may include city, county, private or other contributions. It must be a liquid asset and available for the express purpose of supporting the watershed coordinator's efforts as outlined in the work plan.
- Cash match contributions must be evidenced by a specific, designated bank account, a letter of grant award, or other binding financial documents.
- In-kind (or non-cash) contributions include the use of non-Proposition 50 or third party contributed real or personal property or equipment that supports the grant. Documentation must exist to validate this connection.

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.

## ***VI. Partnering and Cooperation***

This grant program encourages partnering and cooperation within watersheds. To ensure a wide distribution of grants, no more than two full-time coordinator positions will be awarded per USGS HUC watershed. Proposals should demonstrate multiple, committed partnerships and extensive cooperation with other agencies, organizations, or entities.

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the partner's contributions.

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other's activities. Cooperation may be evidenced by letters of support, signed agreements, board resolutions, or other signed documents. Section IX. *Evaluation Criteria* provides more information regarding partnering and cooperation.

## ***VII. Watershed Locations***

Grants will be issued on a watershed basis using the Watershed Map (Appendix A). **Each proposal should address no more than one watershed, as defined by the Watershed Map in Appendix A.** In the case where a natural watercourse crosses more than one HUC boundary, a proposal may address an additional HUC unit; however, that natural watercourse will be considered a single watershed and will be eligible for a maximum of two full-time coordinator positions.

All proposals must indicate the name of the watershed(s), the HUC code(s), and include a USGS map of the watershed. For reference, Appendix A includes a list of California's watersheds and the corresponding HUC codes. The colored portion of the Watershed Map includes watersheds that are generally considered part of the CALFED Solution Area. Watersheds that are in the white portion of the map may be eligible if the proposal can clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system.

## ***VIII. Performance Measures***

In order to ensure accountability, work plans must contain performance measures. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed.

Each work plan objective must include a performance measure. Performance measures are used to establish benchmarks that will allow applicants and grant administrators to evaluate the effectiveness of the coordinators' efforts. For example, if an objective is to improve water quality in a waterbody, a

performance measure may be to create a watershed management plan in order to meet the total maximum daily loads (TMDLs) established for that impaired waterbody.

Performance measures are generally reported as numbers, ratios, or percentages. They should show how actions will directly benefit the watershed. A performance measure should not be a list of task completions. Performance measures should go beyond counting numbers of meetings held, numbers of attendees, numbers of mailings, etc. For example, if a set number of meetings will be held, what is the measurable outcome for those meeting? Will a memorandum of understanding that formalizes contributions to watershed improvement efforts be signed by stakeholders? Will a watershed management plan be created? Etc.

## ***IX. Evaluation Criteria***

Only proposals that meet the eligibility requirements and are complete will be reviewed and scored competitively. The following criteria will be used for scoring and selection. Concise proposals with strong detail and support will be given more points. A total of 150 points will be used for scoring. Each proposal must address the following criteria and provide supporting documentation.

### **A. Benefits to the Watershed (30 points)**

Proposals must describe all potential benefits to the watershed and demonstrate the need for a coordinator position. Proposals that clearly explain and fully outline the following will receive more points:

- Current watershed conditions and need for a watershed coordinator position.
- Importance, impact, and direct benefits a coordinator would have on the watershed.
- Strong correlation between the proposed activities of the watershed coordinator and watershed-related goals and objectives of the applicant's long-range or strategic plan.
- Methods used to measure and evaluate the watershed coordinator's direct benefits to the watershed.

Points may also be awarded on the basis of originality and innovation.

### **B. Watershed Coordinator Work Plan (20 points)**

Each proposal must include a comprehensive work plan. A work plan consists of goals, objectives, tasks, and performance measures. The work plan will be scored based on completeness, manageability, feasibility, and how well goals, objectives, and tasks tie together. The work plan should identify specific tasks with anticipated outcomes and a realistic implementation schedule. More points will be awarded if tasks clearly show how objectives will be completed and how CALFED Program goals will directly benefit. The budget and work plan (tasks, objectives, and goals) must tie together and address the needs of the watershed.

### **C. Performance Measures (15 points)**

Proposals must contain well-designed, quantifiable performance measures. Proposals that provide quantifiable performance measures that clearly demonstrate the proposal's benefit to the watershed and CALFED Program goals will be awarded more points.

### **D. Sustainability (5 points)**

DOC is interested in funding proposals with the potential to result in long-term sustainable benefits. Proposals that provide feasible methods or plans to sustain the watershed coordinator position and build upon the accomplishments of the work plan beyond the life of the grant will receive more points.

### **E. Support of CALFED Program Bay-Delta Goals (25 points)**

Proposed work plans and coordinator activities must demonstrate support for the following CALFED Watershed Program goals for the Bay-Delta. Proposals that demonstrate strong support for CALFED Program goals for the Bay-Delta will receive more points.

- Plans must be consistent with the CALFED Watershed Program. Plans shall:
  - Be consistent with the goals and objectives of CALFED;
  - Promote local community involvement.
- Goals and objectives must be community-based. Goals and objectives should:
  - Promote community and landowner involvement;
  - Have demonstrable community support;
  - Contribute to on-going local watershed management;
  - Foster the development and maintenance of local watershed efforts;
  - Reach out to and encourage participation of local leadership;
  - Reach out to and encourage participation of individuals with diverse interests; and
  - Foster collaboration among multiple interests.
- Plans should address multiple watershed issues. Plans should:
  - Address multiple ecosystem issues;
  - Be consistent with related resource protection activities and applicable regulations;
  - Contribute to beneficial environmental results;
  - Improve ecosystem values and watersheds that directly or indirectly impact the Bay-Delta system;
  - Be consistent with general principles of good watershed management.
- Plans should be coordinated and supported at multiple levels. They should:
  - Enhance coordination between government agencies and local community groups.

Work plans must support one or more authorized CALFED Programs in addition to the Watershed Program. Please refer to Table 1 for a list of these other authorized programs.

Watersheds that import water through the Sacramento/San Joaquin Delta System, rather than draining to it, must also support the goals of the Water Use Efficiency Program.

For additional information on CALFED Programs, refer to the CALFED Bay-Delta Program website: [http://www.calwater.ca.gov/calfed/objectives/calfed\\_objectives.html](http://www.calwater.ca.gov/calfed/objectives/calfed_objectives.html).

#### **F. Support of Established Watershed Goals (10 points)**

Proposals that demonstrate contributions towards existing published watershed or other water-related goals of the State or other entities will receive more points. Proposals should illustrate a comprehensive understanding of existing issues and plans for the watershed as a whole. The narrative proposal should identify watershed goals from the State, other agencies, and watershed organizations, and explain how these goals will be supported by the proposal. For example, proposals could address the State's Integrated Regional Water Management Plans (IRWMPs), regional water quality goals, State-approved Habitat Conservation Plans, the Greenhouse Gas Reduction bill (AB 32), etc.

#### **G. Partnering (10 points)**

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Proposals that demonstrate multiple, committed partnerships and extensive coordination with other agencies, organizations, or entities will be given more points. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the contributions. Do not submit general letters of support that do not specify financial contributions, as these will not increase the number of points awarded.

#### **H. Cooperation (10 points)**

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other's activities. Applicants are urged to work cooperatively with other groups and agencies to avoid multiple proposals for the same watershed. Applicants must demonstrate that their efforts are part of a larger plan to improve the overall watershed. Proposals that demonstrate cooperation within the watershed between different entities will receive more points.

Organizations that register on the DOC Cooperation Database by the December 18<sup>th</sup> deadline will automatically receive five (5) points per proposal towards the cooperation criteria, if the application is eligible for scoring. Proposals that demonstrate strong cooperation between registered groups within the same watershed will be given more points.

If two organizations cooperate to submit two separate proposals that work in conjunction with one another, both proposals will receive more cooperation points. In order to do this, both organizations must identify the cooperating proposal on the proposal cover sheet and attach the cover sheet of the cooperating entity. The proposals may then be submitted together or separately. Please refer to the Proposal Cover Sheet for instructions.

## **I. Budget (10 points)**

The budget will be evaluated on completeness, accuracy, and how it supports objectives, goals, and tasks identified in the work plan. Budgets that clearly demonstrate a direct relationship between expenditures and the work plan will be given more points. Budgets that contain costs that appear to be unreasonably high or inflated will receive fewer points.

## **J. Matching Funds (15 points)**

A major goal of the grant program is to ensure, partnership, cooperation, and collaboration between diverse groups throughout the watershed. It is also important for applicants to demonstrate a commitment by contributing matching funds. Proposals may include cash match, in-kind match or both. The greater the contribution, the higher the points awarded. **Cash and in-kind match carry the same weight.**

Proposals may be awarded up to 15 points, based on the percentage of match provided. The match percentage is calculated based on the amount of funding being requested from DOC. The following chart will be used to award points.

<b>Table 2 – Match (Cash and In-kind)</b>	
Match Contribution (% of DOC share)	Points
1% - 10%	3
11% - 15%	6
16% - 20%	9
21% - 25%	12
26% +	15

## ***X. Reporting and Invoicing***

### **A. Grant Administration**

The grants will be administered in accordance with approved grant agreements, which will be prepared after the grants are awarded. Grant agreements consist of standard language, work plan, budget, reporting requirements, and an implementation schedule. All costs are reimbursed in arrears and will be based on actual costs. Only costs approved in the grant agreement and supported by proper source documentation are eligible for reimbursement. Expenses incurred prior to the start date of the grant agreement and after the closing date of the agreement are not reimbursable. Reporting requirements are briefly summarized below, but will be detailed in the grant agreement.

## **B. Reporting**

In order to insure accountability for the use of public bond funds, grantees must provide DOC with quarterly written reports that demonstrate progress and compliance with the grant agreement. Additionally, at the end of each 12-month period, an annual report must be submitted. DOC will determine the format of the reports and the necessary documents that will be submitted with the reports.

**1. Quarterly Reports:** These reports will primarily focus on the tasks worked on and completed by the watershed coordinator over a three-month period, based on the approved work plan. Grantees shall provide evidence to demonstrate that objectives and tasks are being completed, or justification for non-completion. In addition to the quarterly report, the grantee must provide evidence that committed match is being used to support the grant. Grantees will be required to identify the source of the match, the amount of contribution, and provide supporting documentation.

**2. Annual Reports:** Annual reports will be required at the end of each 12-month period. These reports shall summarize the progress made that year. Grantees will be required to provide a detailed written report which shall include a description of:

- The direct benefits to the watershed and CALFED Program goals;
- The work plan(s) showing completion of tasks and objectives;
- Progress toward meeting performance measures to date;
- The grant's effectiveness;
- Additional benefits to the watershed resulting from the watershed coordinator.

**3. Final Report:** At the end of the three-year grant period a final report will be required. This report must summarize the overall results of the grant and describe:

- The overall benefits (direct and indirect) to the watershed and CALFED Program goals;
- Work plan accomplishments;
- Final results of performance measures and a discussion and evaluation of these measures;
- The grant's effectiveness;
- Sustainability of the watershed coordinator position and the goals of the workplan;
- Financial status summaries, including all match contributions;
- Conclusions.

## **C. Accounting**

*Invoicing:* All costs are reimbursed in arrears and will be based on actual costs. In accordance to the grant agreement schedule, grantees will submit quarterly invoices to DOC for reimbursement. Invoices must be sequentially numbered and prepared in triplicate with all supporting documents (receipts, cancelled checks, payroll stubs, paid bills, contract/subcontract award letters, cancelled warrants, etc.).

Timesheets will require the signatures of the coordinator and the grant manager. All submitted documents will require annotations that specifically link the expenditure to the approved work plan. DOC is ultimately the final approving authority on reimbursement of expenditures. DOC will also base payments on reports showing work completed and satisfactory progress.

*Advances:* Due to the fact that program funding comes from Proposition 50 bond funds, advances cannot be provided.

*Audits:* Due to the fact that program funding comes from Proposition 50 bond funds, all grants will be subject to audit.

## ***XI. Deadlines***

- **November 21, 2007** – Request for Proposals (RFP) release date.
- **December 18, 2007, 5:00 p.m.** – Deadline to register to be included in the Cooperation Database and receive 5 points.
- **November 21 through December 11, 2007, 5:00 p.m.** – Question and answer period open. To ensure fairness to all potential applicants, questions pertaining to the RFP must be received by DOC staff by 5:00 p.m. **on December 11, 2007**. Questions and answers will be published on the DOC website shortly after the December 11th close date.
- **January 4, 2008, 5:00 p.m.** – Proposal due date and time. Proposals must be delivered or postmarked by this date and physically received at the DOC office (address listed below) within five (5) work days. Postmarked proposals received after **January 11, 2008** will not be accepted. **DOC is not responsible for lost, delayed, or misplaced mail.**

Please note the difference in the mail and delivery addresses for the Division of Land Resource Protection below. The office is on the 18<sup>th</sup> floor of the Renaissance Tower. If you drop off the proposal, make sure that it is date stamped at the front desk. Submitted proposals will not be returned.

### ***Drop-off Address:***

**State of California  
Department of Conservation  
Division of Land Resource Protection  
801 K Street, Room 1815  
Sacramento, CA 95814**

**Note: If hand-delivered, proposals must be received at this address no later than 5:00 p.m. on **January 4, 2008** to be considered eligible.**



***Mailing Address:***

**State of California  
Department of Conservation  
Division of Land Resource Protection  
801 K Street, MS 18-01  
Sacramento, CA 95814**

**Note: If mailed, proposals must be postmarked by 5:00 p.m. on [January 4, 2008](#) and must be physically received at this address no later than 5:00 p.m. on [January 11, 2008](#) to be considered eligible. [DOC is not responsible for lost, delayed, or misplaced mail.](#)**

***XII. DOC Contact Information***

If you have any questions, please send an email to: [WCGP2007@conservation.ca.gov](mailto:WCGP2007@conservation.ca.gov)

Or contact the following DOC staff:

- David Thesell, grant administrator, (916) 445-0096
- Gail Chun, grant administrator, (916) 323-8930

Note: After the official question and answer period ends at 5 p.m. on [December 11, 2007](#), DOC staff will not be able to answer questions that go beyond the guidelines of the RFP.

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## Section 2: Instructions and Forms

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- I. Proposal Checklist
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## Proposal Checklist

Available at:

[http://www.conservation.ca.gov/dlrp/RCD/grant\\_program/Pages/watershed\\_grants.aspx](http://www.conservation.ca.gov/dlrp/RCD/grant_program/Pages/watershed_grants.aspx)

In order to be eligible for review, proposals must contain all required forms and documents as listed below. Submit documents in the order as listed. **Proposals received without all required documents will be disqualified and not scored, regardless of merit.** Letters and attachments will not be accepted under separate cover. DOC will not contact applicants after proposal submission to complete or improve proposals. Submitted proposals will not be returned. Do not attach additional items that are not on the checklist. The following required documents must be fully complete and included for the proposal to be eligible for review:

- ☐ Signed Proposal Cover Sheet
- ☐ Signed Proposal Checklist
- ☐ Copy of Proposal Cover Sheet from Cooperating Organization (if being submitted in conjunction with another proposal).
- ☐ Narrative Proposal (8-page maximum)
- ☐ Work Plan Form
- ☐ USGS 8-digit Watershed Map identifying watershed location
- ☐ Budget and Footnote Forms
- ☐ Proof of Match
- ☐ Proof of Partners (if applicable)
- ☐ Organizational Long-Range or Strategic Plan (must contain watershed-related goals)
- ☐ Nonprofit Status Documentation (if nonprofit)
  - 1. A copy of the organization's 501(c)(3) nonprofit status from the IRS;
  - 2. A copy of the organization's Articles of Incorporation and Bylaws;
  - 3. A statement from the organization's Board of Directors that certifies funding from DOC will not present a conflict of interest for the Board or any of its members.
- ☐ Local Government or Special District Board Resolution authorizing the proposal (if Local Government or Special District)
- ☐ One (1) original hardcopy of the complete proposal packet with original signatures. The original should be printed in 12 point font, on 8.5 by 11 inch white paper, be single-sided, and clipped together (not stapled). Do not use covers or binders.
- ☐ Five (5) copies of the complete proposal packet. The copies should be printed in 12 point font, on 8.5 by 11 inch white paper, be double-sided, and clipped together (not stapled). Do not use covers or binders.
- ☐ One (1) electronic copy of the complete proposal packet on a compact disc (CD). The files should be readable in Microsoft Word. Do not use PDF files or zipped files.

I have read the attached proposal and verify that the information provided is true and accurate:

\_\_\_\_\_  
**Grant Preparer** (Print Name)

\_\_\_\_\_  
**Signature and Date Signed**

\_\_\_\_\_  
**Authorized Organization Official**  
Print Name and Title

\_\_\_\_\_  
**Signature and Date Signed**

## Proposal Cover Sheet (page 1)

Attach to front of proposal

Available at:

[http://www.conservation.ca.gov/dlrp/RCD/grant\\_program/Pages/watershed\\_grants.aspx](http://www.conservation.ca.gov/dlrp/RCD/grant_program/Pages/watershed_grants.aspx)

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Federal Employer ID #:** \_\_\_\_\_

**Requested Amount \$:** \_\_\_\_\_ **Match Amount \$:** \_\_\_\_\_

**Watershed name(s) from Appendix A:** \_\_\_\_\_

\_\_\_\_\_

**8-Digit Watershed Hydrological Unit Catalog (HUC) Code(s):** \_\_\_\_\_

\_\_\_\_\_

**Check the box which best describes the location of the watershed:**

- ☐ Watershed drains to the Bay-Delta (located within **Blue** area on map)
- ☐ Watershed imports water through the Bay-Delta (located within **Yellow** area on map)
- ☐ Watershed outside CALFED Solution Area (located within **White** area on map)

**Check all CALFED Bay-Delta Programs supported in addition to the Watershed Program:**

- |   |   |
|---|---|
| <input type="checkbox"/> Conveyance             | <input type="checkbox"/> Water Quality            |
| <input type="checkbox"/> Ecosystem Restoration  | <input type="checkbox"/> Water Supply Reliability |
| <input type="checkbox"/> Levee System Integrity | <input type="checkbox"/> Water Transfers          |
| <input type="checkbox"/> Storage                | <input type="checkbox"/> Water Use Efficiency *   |

\* Watersheds that import water through the Bay-Delta must support the Water Use Efficiency Program

## Proposal Cover Sheet (page 2)

State Senate District Number(s): \_\_\_\_\_

Senator(s): \_\_\_\_\_

\_\_\_\_\_

State Assembly District Number(s): \_\_\_\_\_

Assembly Member(s): \_\_\_\_\_

\_\_\_\_\_

☐ Check this box if the proposal is being submitted in conjunction/cooperation with another proposal and the proposals should be reviewed together.

If the box above is checked, please list the cooperating applicant and attach the Proposal Cover Sheet for the cooperating proposal. This information must be provided so that the cooperating proposal can be identified.

Cooperating Applicant:

\_\_\_\_\_

Cooperating Proposal Watershed name and HUC code(s):

\_\_\_\_\_

Signature of Authorized Organization Official or Contracts & Grants Officer:

By: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Instructions for Preparing Narrative Proposal

The narrative proposal should provide information that addresses the following areas completely and concisely in the sequence identified below. The narrative proposal must include the following information and must not exceed eight (8) pages. Attachments (e.g., maps and commitment letters) are not considered part of the eight-page limit. Only required documents should be attached to the proposal. Do not include non-required documents such as general letters of support, reports, etc.

## **A. Executive Summary (1/2 page maximum)**

Concisely summarize the purpose and benefits of the proposal as related to your local watershed goals and CALFED Program goals for the Bay-Delta.

## **B. Watershed Location**

Using the Watershed Map and List of California Watershed Names (Appendix A), list the official name and the 8-digit USGS Hydrological Unit Catalog (HUC) Code of the watershed(s) in which the watershed coordinator will work. Also identify the county or counties in which the watershed coordinator will work.

Using the procedure below, submit a location map of your watershed. The U.S. Environmental Protection Agency's (U.S. EPA) Surf Your Watershed website provides location maps and information about USGS HUC codes.

1. Go to the U.S. EPA Surf Your Watershed website at:  
[http://cfpub.epa.gov/surf/locate/hucperstate\\_search.cfm?statepostal=CA](http://cfpub.epa.gov/surf/locate/hucperstate_search.cfm?statepostal=CA)
2. This URL will provide a list of California watersheds.
3. Find your watershed and click on the link next to the watershed's name.
4. The link will provide a small location map of your watershed.
5. Print the page, circle the area(s) in which the watershed coordinator will work, and attach the map to your proposal.
6. If your watershed consists of two HUCs, both HUCs should be identified on the proposal cover sheet. Provide an EPA location map of both watersheds and then circle the portion of each watershed in which the watershed coordinator will work. Explain in your narrative proposal that your watershed passes through both HUCs.

## **C. Current Watershed Conditions/Potential Benefit to the Watershed**

1. Discuss the watershed's current condition and cite any formal studies, reports or research papers that support the description (e.g., CA Unified Watershed Assessment). Do not attach the actual studies or reports; citations are sufficient.
2. Discuss specific problems and issues on public and/or private land within the watershed. Briefly explain how a watershed coordinator would help to address these problems.

3. Describe the watershed-related goals in your organization's strategic or long-range plan. Explain how a watershed coordinator would help your organization achieve these goals.

#### **D. Work Plan Discussion**

The proposal must include a work plan that addresses issues specific to your watershed and supports CALFED Bay-Delta Programs.

1. List the overall **goal(s)** that the watershed coordinator will focus on during the grant period. Goals are a statement of the long-term, broad vision for the watershed. Goals should exhibit significant benefits for the watershed and may take a while to achieve. For example, a goal may be: To improve water quality in the XYZ River watershed.
2. Identify and discuss the **objectives** that will be used to support the goal(s). Each goal must have one or more objectives. An objective is a significant step that must be completed to achieve the goal(s). Objective statements should focus on the outcome rather than the methods used. For example, an objective related to the goal above may be: To reduce nonpoint source pollution entering XYZ River tributaries.
3. For each objective, discuss the critical **tasks** that will be completed. Describe why this approach was chosen to address issue(s) within the watershed. Describe the connection between tasks and objectives and how they will contribute to the completion of each goal.
4. **Performance Measures:** Explain the methods that will be used to measure the effectiveness of the watershed coordinator's efforts. Each objective must include a performance measure. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed. Performance measures are verified through data or information collection. Performance measures are generally reported as numbers, ratios, or counts. Performance measures go a step beyond reporting the completion of activities, the number of meetings held, or the number of attendees at an event. Effective performance measures should quantify the direct benefit to the watershed. For example, the number of acres restored or the percent reduction of sediment entering the watershed could be used to measure direct benefits to the watershed. A performance measure should not be a list of task completions.
5. **Sustainability:** Describe methods or plans to sustain the watershed coordinator position and build upon the accomplishments of the work plan beyond the life of the grant. Include an explanation of how the organization will attempt to maintain funding for the watershed coordinator position.

#### **E. Support of CALFED Bay-Delta Programs**

In addition to supporting the CALFED Watershed Program, proposals must support additional CALFED Bay-Delta Programs. Refer to Table 1 for a list of authorized CALFED Programs. The CALFED Bay-Delta Program has plans containing a unique set of goals for the Bay-Delta.

Using the Watershed Map (Appendix A) and the location of your watershed, determine which of the three conditions your watershed falls under. Based on the condition category for your watershed, provide the required information.



**Condition 1 (Blue area on Watershed Map):** The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Provide the following information:

- a. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED Program. List the additional CALFED Programs that the watershed coordinator will support.
- b. For each of the CALFED Programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

**Condition 2 (Yellow area on Watershed Map):** The watershed is located within the CALFED Solution Area, imports water through the Delta, but does not drain to the Bay-Delta. Provide the following information:

- a. At a minimum, the watershed coordinator work plan must support the CALFED Watershed Program and the CALFED Water Use Efficiency Program. List any other CALFED Programs the watershed coordinator will support.
- b. For each of the CALFED Programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

**Condition 3 (White area on Watershed Map):** The watershed is located outside the CALFED Solution Area:

- a. Provide a detailed explanation of the watershed's current direct or indirect connection to the Bay-Delta. Proposals must describe how the coordinator's activities will result in direct benefits to the Bay-Delta system.
- b. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED Program. List the CALFED Programs the watershed coordinator will support.
- c. For each of the CALFED Programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

## **F. Support for Established Watershed Goals**

Describe how the proposed work plan will help support published watershed goals identified by the State and other entities, such as counties or cities, Regional Water Quality Control Boards, Coordinated Resource Management and Planning groups, watershed councils, EPA, etc.

## **G. Partnering**

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Identify all organizations and entities that have committed cash or in-kind contributions. Describe in detail each partner's contribution, the history of the partnership, and how the contribution will support the work plan and the watershed coordinator position. Attach supporting documents after the Budget Form (Proof of Partners). Letters of commitment should be addressed to "The Department of Conservation."

## **H. Cooperation**

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in harmony and do not duplicate efforts.

1. Describe existing or planned watershed-related cooperation with other organizations operating within the watershed.
2. Describe in detail efforts taken to ensure cooperation within the watershed.

## Instructions for Preparing Work Plan

1. Proposals must include a complete, detailed work plan.
2. A blank work plan form is attached (page 25) and electronic copies are available at: [http://www.conservation.ca.gov/dlrp/RCD/grant\\_program/Pages/watershed\\_grants.aspx](http://www.conservation.ca.gov/dlrp/RCD/grant_program/Pages/watershed_grants.aspx)
3. Use the following instructions to complete the work plan form. Additional guidance is included throughout the RFP, particularly in the evaluation criteria section.
4. A goal may contain more than one objective. Each objective should have a separate work plan that identifies all critical tasks. An example work plan is provided in Appendix B.

ITEM	INSTRUCTIONS
------	--------------

- |     |   |
|-----|---|
| (A) | List the single organization that is administratively and legally responsible for the grant.  |
| (B) | Using the watershed list in Appendix A, list the official watershed name.   |
| (C) | Identify the watershed goal the watershed coordinator will work to accomplish. A goal may have more than one objective.   |
| (D) | List the objective, as described in the narrative proposal that supports the goal. If there is more than one objective per goal, each objective should be outlined on a separate work plan. Objectives should be well conceived and planned.  |
| (E) | Identify the performance measure that will determine the benefit to the watershed of meeting the goal and objective. Performance measures are identified using counts, percentages, or ratios. Performance measures are quantifiable standards that measure the success of the objective and the objective's direct benefit to the watershed. A performance measure should not be a list of task completions. |
| (F) | List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1." The next task would be numbered as "1.2" and so forth. Objective 2 would be numbered 2.1, 2.2, etc.  |
| (G) | Write a short sentence with sufficient detail to describe the task. Tasks should capture critical activities that ensure completion of the objective. Tasks help determine if the objectives are being accomplished. Identify sufficient tasks under each objective to clearly explain how the objective will be met.   |
| (H) | Describe the desired results/outcomes for each task. For example, if the watershed coordinator will recruit volunteers for water-quality monitoring, the completion of the task may be indicated by the recruitment of 10 volunteers. Therefore, "10 volunteers recruited" would be written in the task completion column.  |
| (I) | Provide realistic time periods for each task. The time periods may vary depending on the task. For example, they may span several months, a month, or a day (e.g., January – March, September, September 15, 2008, etc.).   |



## Work Plan Form

Applicant: (A)

Watershed Name: (B)

Watershed Goal: (C)

Objective #\_\_ : (D)

Performance Measurement: (E)

Task Number	Description of Task	Task Completion	Implementation Schedule
(F)	(G)	(H)	(I)

## Instructions for Preparing Budget Form

1. A completed budget form must be submitted.
2. A blank form is attached and electronic copies (Microsoft Word) are available at:  
[http://www.conservation.ca.gov/dlrp/RCD/grant\\_program/Pages/watershed\\_grants.aspx](http://www.conservation.ca.gov/dlrp/RCD/grant_program/Pages/watershed_grants.aspx)
3. This is a 3-year grant program. Therefore, budgets must outline all anticipated costs and match funding for years one through three.
4. Use the following guidelines to complete the form. Additional guidance is also included throughout the RFP. *An example is provided in Appendix C.*
5. **All costs and match must directly support the watershed coordinator position and the work plan.**

<u>ITEM</u>	<u>INSTRUCTIONS</u>
-------------	---------------------

- |     |  |
|-----|--|
| (A) | The single organization that is administratively and legally responsible for the grant.  |
| (B) | Total dollars required to achieve the goals and objectives. Item (B) includes grant amount requested from DOC and matching funds, both in-kind and cash. |

Item (B) = Item (C) + Item (D) + Item (E).

- |     |  |
|-----|--|
| (C) | Amount of funding being requested from DOC to support the watershed coordinator and associated direct costs. |
|-----|--|
- 
6. A significant goal of the grant program is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind match contributions. The greater the match contribution, the more points awarded. Match must come from non-Proposition 50 sources. Examples include private, city, county, state or federal contributions of time or money. Only allowable costs, such as salaries, benefits or directly associated expenses, are eligible to be used as match. Partners may provide in-kind, cash or both.
- |     |  |
|-----|--|
| (D) | Identify all sources of in-kind matching funds. In-kind (non-cash) contributions may include the use of non- <u>Proposition 50</u> , or third-party contributed, real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes “description/explanation” section (item O) the method used to calculate the value of in-kind amounts.  |
| (E) | Cash includes money designated in a <u>checking</u> or savings account or guaranteed cash contributions from a federal grant or other non- <u>Proposition 50</u> source. It may include city, county, private, federal, state or other contributions. It must be a liquid asset and available to support the watershed coordinator position. It must be supported by evidence of a specific, dedicated bank account, a letter of grant award or other binding financial documents. |

- (F) For each budget item, indicate if there is a footnote. If not, leave this space blank. Footnotes must be in numerical sequence and identified on both pages 1 and 2 of the budget.

7. **The grant can only reimburse for watershed coordinator salary and direct support costs.**

Budgets may include salaries, benefits, rent, required minor equipment, operating expenses, and technical software (see *Section V. Authorized Costs and Matching Funds*). This list is not exhaustive and other items not identified on the list may be included in the budget, if justified in the work plan.

Costs that are project related and do not directly support the watershed coordinator position are not reimbursable nor allowable as match. Costs associated with projects are **not** reimbursable. Non-allowable costs include: construction materials; machinery, field tools, project related printing and mailing costs; heavy equipment rental; major equipment purchases (see *Section V. Authorized Costs and Matching Funds*). This list is not exhaustive.

If a proposal contains funding for an item that is not allowable, or contains an item that costs more than the norm, DOC may elect to fund the grant at a lower level, after consultation with the applicant.

All expenditures must be justified and support the coordinator position and the work plan. For all expenditures (except personnel), provide a brief explanation of the need for the expenditure and how it will enable the watershed coordinator to accomplish the work plan. **Expenditures must be based on actual costs.**

<u>ITEM</u>	<u>INSTRUCTIONS</u>
-------------	---------------------

- |     |   |
|-----|---|
| (G) | This includes the watershed coordinator's salary. List the total hours for three years and the hourly rate used to calculate the total amount. This applies to consultants, contractors or employees. No other salaries will be reimbursed. The total number of hours for the watershed coordinator shall not exceed 6,240 hours. |
|-----|---|

Volunteers donating time can only be included as an in-kind contribution. Volunteer time used as match must directly support the coordinator positions and cannot be project-related. For example, time for volunteers conducting river clean-ups or time for people attending meetings cannot count as match.

Match contributions of time by volunteers or technical experts must be broken down to reflect total hours and an hourly wage rate. Wages should be based on geographical area, the type of work being performed and the expertise required. The rate must be reasonable. To qualify as match, volunteers or technical experts must support the watershed coordinator's duties and the work plan.

- |     |   |
|-----|---|
| (H) | DOC will reimburse actual benefits, but benefits cannot exceed 32% of the salary identified for the watershed coordinator. Benefits may include health insurance, retirement, employer's portions of social security and Medicare, worker's compensation, etc. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized |
|-----|---|

breakdown of all benefits in the footnotes. Benefits will not be reimbursed for any other position.

- (I) 1. Identify any equipment that will be reimbursed using DOC funds or used as an in-kind match. Equipment listed must support the watershed coordinator position and tasks identified in the work plan.
2. Equipment that will be used for specific projects is not allowable.
3. For certain costs, there is a maximum authorized amount that may be budgeted, if fully justified and supports the work plan:
- (a) Testing, sampling, and other similar expenditures - \$1,500 (cumulative total);
  - (b) Computers: desktop - \$1,500; or laptop - \$2,000;
  - (c) Digital Camera plus accessories – \$500;
  - (d) Geographical Information System software - \$1,500;
  - (e) Attendance at watershed related seminars, workshops, and conferences is limited to \$1,000/year (total not to exceed \$3,000) if justified.
- (J) Only operating costs that support the watershed coordinator position are eligible. Mileage is based on actual miles traveled, but is authorized up to 48.5 cents per mile.
- (K) Subtotal all the columns.
- (L) Administrative costs are authorized for reimbursement or as a match up to a maximum of 15% of DOC's contribution (15% of Subtotal in the "DOC Grant" column). **These costs must be listed separately and cannot be listed elsewhere as a direct cost.** Costs may include: secretarial assistance, supervision of the coordinator, contracts management, accounting costs/audit, financial management, liability insurance, payroll services, computer maintenance, etc.
- Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for match.
- (M) Total all the columns.
- (N) Calculate the "Match Percentage Provided" using the following process:
- 1. In-kind: (total in-kind match provided by applicant)/(total amount being requested from DOC)
  - 2. Cash: (total cash match provided by applicant)/(total amount being requested from DOC)

- (O) 1. All line item expenditures, except administration, must be justified in this section. Identify and describe the method used to compute the cost (including benefits). This requirement applies to all costs; those being reimbursed by DOC, as well as line items being used for match, both in-kind and cash.  
  
2. Each source of match (partner) must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution (see Appendix C for an example). Partner contributions must be broken down into two categories: in-kind and/or cash.
- (P) 1. Attach support documents to the budget that clearly demonstrate the partner's financial commitment and validates the contribution. Support documents include letters of intent, grant agreements, letters of commitment, Memorandums of Understanding, etc. An individual authorized to financially bind the organization must sign the documents.  
  
2. In-kind or cash contributions from the organization submitting the proposal must be documented in a commitment letter authorized by the organization's senior leadership and signed by the authorized officer. The letter must specifically describe the amount of the cash match and certify that the money is from a non-Proposition 50 source. The letter must also describe the in-kind contributions and assign a monetary value to each.

**8. Any expense that is not specified in the budget is not eligible for reimbursement. DOC reserves the right to eliminate any expenditure that does not support the watershed coordinator's position or is not fully justified.**

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.





## Budget Form (page 1)

**Applicant: (A)**

	<b>Total Budget (B)</b>	<b>DOC Grant (C)</b>	<b>In-kind Match (D)</b>	<b>Cash Match (E)</b>	<b>Footnote (F) [Explain on page 2]</b>
<b>Salaries and Wages (G)</b> For each position list: _____ hours @ \$ __/hr					
Watershed Coordinator (Only authorized position for funding)					
<b>Benefits (H)</b>					
<b>Equipment (I)</b>					
<b>Operating Costs (J)</b>					
<b>Subtotal (K)</b>					
Administration (L)					
<b>TOTAL (M)</b>					
Match Percentage Provided (N)	<b>N/A</b>	<b>N/A</b>			<b>N/A</b>

**Budget Form - Footnotes (page 2)**

<b>Footnote (F)</b>	<b>Description/Explanation (O)</b>	<b>Support Documents Attached (Yes/No) (P)</b>

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## Section 3: Appendices

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Appendix A – Watershed Map and List of California Watershed Names

Appendix B – Sample Work Plan

Appendix C – Sample Budget

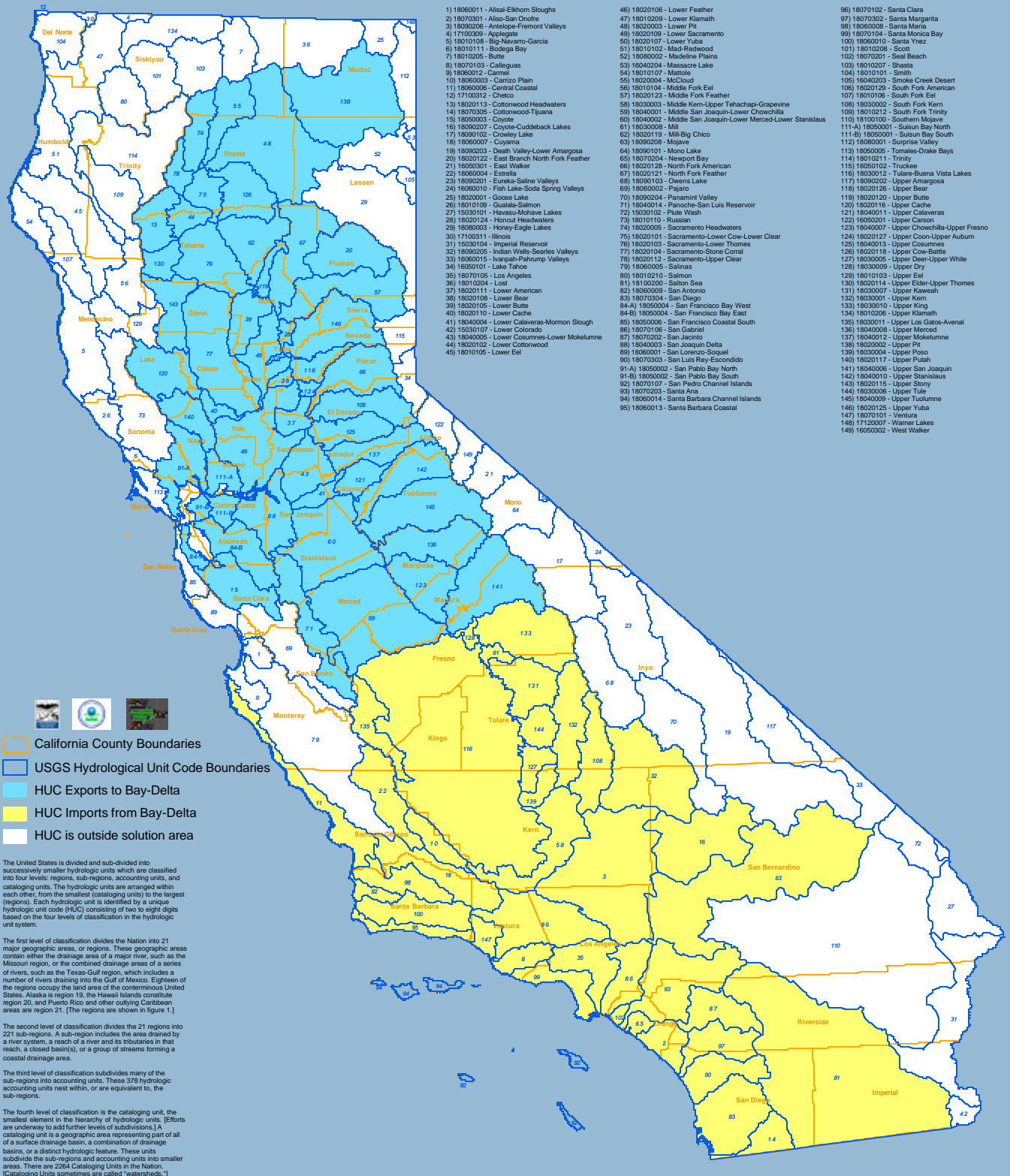
# Appendix A: Watershed Map (8-Digit USGS HUC)



STATE OF CALIFORNIA  
Arnold Schwarzenegger, Governor  
THE RESOURCES AGENCY  
Mike Chrisman, Secretary for Resources  
DEPARTMENT OF CONSERVATION  
Bridgett Luther, Director

## Watershed Coordinator Grant Program Hydrological Unit Catalog

Department of Conservation  
Division of Land Resource Protection  
Watershed Coordinator Grant Program



Spatial and tabular data compiled by the California Department of Conservation, Division of Land Resource Protection. Source for Hydrological Unit Code boundary coverage is the United States Geological Survey. County lines provided by the Department of Conservation, Farmland Mapping and Monitoring Program from United States Geological Survey 1:100,000 scale topographic maps. Copyright © 2007, California Department of Conservation. The Department of Conservation makes no warranties as to the suitability of this product for any particular purpose.

## List of California Watershed Names and United States Geological Survey (USGS) Hydrological Unit Catalog (HUC) Codes

1.       [18060011](#) Alisal-Elkhorn Sloughs; state(s): CA
2.       [18070301](#) Aliso-San Onofre; state(s): CA
3.       [18090206](#) Antelope-Fremont Valleys; state(s): CA
4.       [17100309](#) Applegate; state(s): CA, OR
5.       [18010108](#) Big-Navarro-Garcia; state(s): CA
6.       [18010111](#) Bodega Bay; state(s): CA
7.       [18010205](#) Butte; state(s): CA, OR
8.       [18070103](#) Calleguas; state(s): CA
9.       [18060012](#) Carmel; state(s): CA
10.      [18060003](#) Carrizo Plain; state(s): CA
11.      [18060006](#) Central Coastal; state(s): CA
12.      [17100312](#) Chetco; state(s): CA, OR
13.      [18020113](#) Cottonwood Headwaters; state(s): CA
14.      [18070305](#) Cottonwood-Tijuana; state(s): CA
15.      [18050003](#) Coyote; state(s): CA
16.      [18090207](#) Coyote-Cuddeback Lakes; state(s): CA
17.      [18090102](#) Crowley Lake; state(s): CA, NV
18.      [18060007](#) Cuyama; state(s): CA
19.      [18090203](#) Death Valley-Lower Amargosa; state(s): CA, NV
20.      [18020122](#) East Branch North Fork Feather; state(s): CA
21.      [16050301](#) East Walker; state(s): CA, NV
22.      [18060004](#) Estrella; state(s): CA
23.      [18090201](#) Eureka-Saline Valleys; state(s): CA, NV
24.      [16060010](#) Fish Lake-Soda Spring Valleys; state(s): CA, NV
25.      [18020001](#) Goose Lake; state(s): CA, OR
26.      [18010109](#) Gualala-Salmon; state(s): CA
27.      [15030101](#) Havasu-Mohave Lakes; state(s): AZ, CA, NV
28.      [18020124](#) Honcut Headwaters; state(s): CA
29.      [18080003](#) Honey-Eagle Lakes; state(s): CA, NV
30.      [17100311](#) Illinois; state(s): CA, OR
31.      [15030104](#) Imperial Reservoir; state(s): AZ, CA
32.      [18090205](#) Indian Wells-Searles Valleys; state(s): CA
33.      [16060015](#) Ivanpah-Pahrump Valleys; state(s): CA, NV
34.      [16050101](#) Lake Tahoe; state(s): CA, NV
35.      [18070105](#) Los Angeles; state(s): CA
36.      [18010204](#) Lost; state(s): CA, OR
37.      [18020111](#) Lower American; state(s): CA
38.      [18020108](#) Lower Bear; state(s): CA
39.      [18020105](#) Lower Butte; state(s): CA
40.      [18020110](#) Lower Cache; state(s): CA
41.      [18040004](#) Lower Calaveras-Mormon Slough; state(s): CA
42.      [15030107](#) Lower Colorado; state(s): AZ, CA

43. [18040005](#) Lower Cosumnes-Lower Mokelumne; state(s): CA
44. [18020102](#) Lower Cottonwood; state(s): CA
45. [18010105](#) Lower Eel; state(s): CA
46. [18020106](#) Lower Feather; state(s): CA
47. [18010209](#) Lower Klamath; state(s): CA, OR
48. [18020003](#) Lower Pit; state(s): CA
49. [18020109](#) Lower Sacramento; state(s): CA
50. [18020107](#) Lower Yuba; state(s): CA
51. [18010102](#) Mad-Redwood; state(s): CA
52. [18080002](#) Madeline Plains; state(s): CA, NV
53. [16040204](#) Massacre Lake; state(s): CA, NV
54. [18010107](#) Mattole; state(s): CA
55. [18020004](#) Mccloud; state(s): CA
56. [18010104](#) Middle Fork Eel; state(s): CA
57. [18020123](#) Middle Fork Feather; state(s): CA
58. [18030003](#) Middle Kern-Upper Tehachapi-Grapevine; state(s): CA
59. [18040001](#) Middle San Joaquin-Lower Chowchilla; state(s): CA
60. [18040002](#) Middle San Joaquin-Lower Merced-Lower Stan; state(s): CA
61. [18030008](#) Mill; state(s): CA
62. [18020119](#) Mill-Big Chico; state(s): CA
63. [18090208](#) Mojave; state(s): CA
64. [18090101](#) Mono Lake; state(s): CA, NV
65. [18070204](#) Newport Bay; state(s): CA
66. [18020128](#) North Fork American; state(s): CA
67. [18020121](#) North Fork Feather; state(s): CA
68. [18090103](#) Owens Lake; state(s): CA
69. [18060002](#) Pajaro; state(s): CA
70. [18090204](#) Panamint Valley; state(s): CA
71. [18040014](#) Panoche-San Luis Reservoir; state(s): CA
72. [15030102](#) Piute Wash; state(s): CA, NV
73. [18010110](#) Russian; state(s): CA
74. [18020005](#) Sacramento Headwaters; state(s): CA
75. [18020101](#) Sacramento-Lower Cow-Lower Clear; state(s): CA
76. [18020103](#) Sacramento-Lower Thames; state(s): CA
77. [18020104](#) Sacramento-Stone Corral; state(s): CA
78. [18020112](#) Sacramento-Upper Clear; state(s): CA
79. [18060005](#) Salinas; state(s): CA
80. [18010210](#) Salmon; state(s): CA
81. [18100200](#) Salton Sea; state(s): CA
82. [18060009](#) San Antonio; state(s): CA
83. [18070304](#) San Diego; state(s): CA
84. [18050004](#) San Francisco Bay; state(s): CA
85. [18050006](#) San Francisco Coastal South; state(s): CA
86. [18070106](#) San Gabriel; state(s): CA
87. [18070202](#) San Jacinto; state(s): CA
88. [18040003](#) San Joaquin Delta; state(s): CA

- 89. [18060001](#) San Lorenzo-Soquel; state(s): CA
- 90. [18070303](#) San Luis Rey-Escondido; state(s): CA
- 91. [18050002](#) San Pablo Bay; state(s): CA
- 92. [18070107](#) San Pedro Channel Islands; state(s): CA
- 93. [18070203](#) Santa Ana; state(s): CA
- 94. [18060014](#) Santa Barbara Channel Islands; state(s): CA
- 95. [18060013](#) Santa Barbara Coastal; state(s): CA
- 96. [18070102](#) Santa Clara; state(s): CA
- 97. [18070302](#) Santa Margarita; state(s): CA
- 98. [18060008](#) Santa Maria; state(s): CA
- 99. [18070104](#) Santa Monica Bay; state(s): CA
- 100. [18060010](#) Santa Ynez; state(s): CA
- 101. [18010208](#) Scott; state(s): CA
- 102. [18070201](#) Seal Beach; state(s): CA
- 103. [18010207](#) Shasta; state(s): CA
- 104. [18010101](#) Smith; state(s): CA, OR
- 105. [16040203](#) Smoke Creek Desert; state(s): CA, NV
- 106. [18020129](#) South Fork American; state(s): CA
- 107. [18010106](#) South Fork Eel; state(s): CA
- 108. [18030002](#) South Fork Kern; state(s): CA
- 109. [18010212](#) South Fork Trinity; state(s): CA
- 110. [18100100](#) Southern Mojave; state(s): CA
- 111. [18050001](#) Suisun Bay; state(s): CA
- 112. [18080001](#) Surprise Valley; state(s): CA, NV
- 113. [18050005](#) Tomales-Drake Bays; state(s): CA
- 114. [18010211](#) Trinity; state(s): CA
- 115. [16050102](#) Truckee; state(s): CA, NV
- 116. [18030012](#) Tulare-Buena Vista Lakes; state(s): CA
- 117. [18090202](#) Upper Amargosa; state(s): CA, NV
- 118. [18020126](#) Upper Bear; state(s): CA
- 119. [18020120](#) Upper Butte; state(s): CA
- 120. [18020116](#) Upper Cache; state(s): CA
- 121. [18040011](#) Upper Calaveras; state(s): CA
- 122. [16050201](#) Upper Carson; state(s): CA, NV
- 123. [18040007](#) Upper Chowchilla-Upper Fresno; state(s): CA
- 124. [18020127](#) Upper Coon-Upper Auburn; state(s): CA
- 125. [18040013](#) Upper Cosumnes; state(s): CA
- 126. [18020118](#) Upper Cow-Battle; state(s): CA
- 127. [18030005](#) Upper Deer-Upper White; state(s): CA
- 128. [18030009](#) Upper Dry; state(s): CA
- 129. [18010103](#) Upper Eel; state(s): CA
- 130. [18020114](#) Upper Elder-Upper Thomes; state(s): CA
- 131. [18030007](#) Upper Kaweah; state(s): CA
- 132. [18030001](#) Upper Kern; state(s): CA
- 133. [18030010](#) Upper King; state(s): CA
- 134. [18010206](#) Upper Klamath; state(s): CA, OR

- 135. [18030011](#) Upper Los Gatos-Avenal; state(s): CA
- 136. [18040008](#) Upper Merced; state(s): CA
- 137. [18040012](#) Upper Mokelumne; state(s): CA
- 138. [18020002](#) Upper Pit; state(s): CA
- 139. [18030004](#) Upper Poso; state(s): CA
- 140. [18020117](#) Upper Putah; state(s): CA
- 141. [18040006](#) Upper San Joaquin; state(s): CA
- 142. [18040010](#) Upper Stanislaus; state(s): CA
- 143. [18020115](#) Upper Stony; state(s): CA
- 144. [18030006](#) Upper Tule; state(s): CA
- 145. [18040009](#) Upper Tuolumne; state(s): CA
- 146. [18020125](#) Upper Yuba; state(s): CA
- 147. [18070101](#) Ventura; state(s): CA
- 148. [17120007](#) Warner Lakes; state(s): CA, NV, OR
- 149. [16050302](#) West Walker; state(s): CA, NV





## Appendix B: Example Work Plan Form

Applicant: XYZ Watershed Group  
 Watershed Name: XYZ River

Watershed Goal: Improve water quality in the XYZ River watershed

Objective 1: Reduce nonpoint source pollution entering watershed

Performance Measurement: Nonpoint source contaminants in watershed reduced by (blank)%

Task #	Description of task	Task Completion	Implementation Schedule:
1.1	Identify nonpoint source contaminants and establish baseline monitoring data	Database established	Month 2008
1.2	Identify nonpoint source pollution sources	Minimum of # sources identified	Month 2008
1.3	Work with partners to identify priority areas and develop action plan	Action plan completed	Month 2008 – Month 2009
1.4	Work with partners and landowners to develop management plans	Minimum of # plans developed	Month 2008
1.5	Write and submit grant proposals to fund implementation of best management practices	Submit a minimum of # proposals.	Month 2008 – Month 2009
1.6	Develop new partnerships to help fund and implement management plans	# partnerships developed and # dollars obtained	Month 2007 – Month 2009
1.7	Work with cities and other organizations to conduct nonpoint source workshops for homeowners	# workshops conducted	Month 2009
1.8	Recruit and train volunteers for water quality monitoring	# volunteers recruited and trained	Month 2007 – Month 2009
1.9	Evaluate effectiveness of best management practices and outreach workshops by collecting water quality data	3 years of monitoring data collected	Month 2008 – Month 2010

**NOTE: This work plan is only a generic example; actual work plans should contain multiple objectives and address actual watershed issues.**



## Appendix C: Example - Budget Form (page 1)

**Applicant: Eagle Nest River Watershed Council (ENRWC)**

	Total Budget	DOC Grant	In-kind Match	Cash Match	Footnote [Explain on page 2]
Salaries and Wages For each position list: _____ hours @ ____/hr					
Watershed Coordinator ( <b>Only authorized position for funding</b> ) 6,240 hrs @ \$22/hour (3 yr avg)	137,280	102,960		34,320	1
Benefits for Watershed Coordinator	28,002	21,001		7,001	2
Grant Writer (Match only) 200 hrs @ \$25/hour	5,000	N/A	5,000		3
GIS Technician (Match only) 200 hrs @ \$20/hour	4,000	N/A	4,000		4
<b>Equipment</b>					
Computer (desktop)	1,500		1,500		5
Testing, sampling materials	250	250			6
Digital Camera	300			300	7
<b>Operating Costs</b>					
Mileage (.485 per mile)	7,275		7,275		8
Printing	1,000	1,000			9
Postage	2,050	2,050			10
Office Supplies	1,000			1,000	11
Rent	7,200		7,200		12
Workshop attendance	1,500	1,500			13
Reference materials	500			500	14
Telephone services	1,650			1,650	15
<b>Subtotal</b>	<b>198,507</b>	<b>128,761</b>	<b>24,975</b>	<b>44,771</b>	
Administration	<b>19,314</b>	<b>19,314</b>			16
<b>TOTAL</b>	<b>217,821</b>	<b>148,075</b>	<b>24,975</b>	<b>44,771</b>	
Match Percentage Provided	N/A	N/A	17%	30%	N/A

### Example - Budget Form: Footnotes (page 2)

Footnote	Description/Explanation	Support Documents Attached (Yes/No)
1	Watershed coordinator salary for a 3-year period. Year 1: 2080 hours @ \$21/hr; Year 2: 2080 hours @ \$22/hr; Year 3: 2080 hours @ \$23/hr. Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
2	Social Security/Medicare - \$137,280 * 7.65% = \$10,502; Health Care 36 mo * \$200 - \$7,200; Worker's Comp - \$137,280 * 5.5% = \$7,550; State Unemployment Insurance - \$137,280 * 2% = \$2,750. Letter of commitment attached from XYZ Watershed Group.  Total Benefits = \$ 28,002 (approximately - 28,002/137,280 = 20.4%)	Y
3	Grant Writer: 200 hrs @ \$25/hour (includes benefits). Letter of commitment attached from partner ABC.	Y
4	GIS Technician: 200 hrs @ \$20/hour (includes benefits). Letter of commitment attached from partner ABC.	Y
5	Will provide computer that the organization already owns. Contacted local computer shop. Rental cost is \$50/month. 36 months @ \$50 = \$1,800; Maximum authorized amount is \$2,000.	N
6	Water Quality Testing kits to be used by the watershed coordinator to conduct water testing and to provide training.	N
7	Purchase digital camera to document restoration efforts, workshops, meetings, etc. Letter of commitment attached from XYZ Watershed Group.	Y
8	15,000 miles @ 48.5 cents/mile. Letter of commitment attached from ABC federal agency who will provide a vehicle for the watershed coordinator	Y
9	10,000 copies printed @ .10 cents each = \$1,000	N
10	5,000 items (agendas, meeting notices, reports, etc.) mailed @ .41 cents = \$2,050	N
11	Will provide office supplies valued at \$1,000 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
12	Total office space = 2000 sq ft. Watershed coordinator will be using about 10% of the space or 200 square feet. Value is 200 sq ft @ \$1/foot = \$200/mo * 36 months = \$7,200. Letter of commitment provided by ABC federal agency.	Y
13	The watershed coordinator will be attending watershed related workshops and seminars every year. \$500/yr * 3 years = \$1,500	N
14	Will purchase reference materials valued at \$500 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
15	Will provide a telephone. 36 months @ \$50/mo = \$1,650. Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y

16	<p>Breakdown of administrative costs over 3 years: clerical support (\$15,000), supervision of the coordinator (\$21,000), audit (\$5,000), office supplies and copying (\$4,500), computer maintenance contract (\$1,200). Sum of administrative costs = \$46,700.</p> <p>\$128,761 (DOC Subtotal) * 15% (authorized maximum) = \$19,314</p>	N
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